

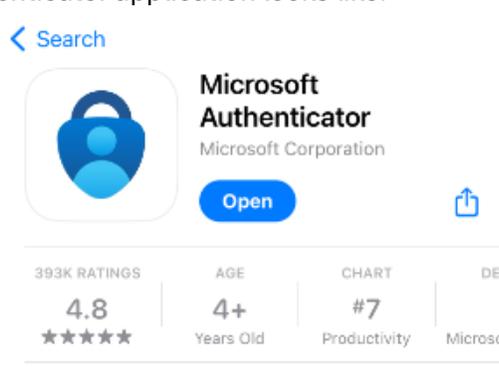
## DOWNLOADING & USING THE MICROSOFT AUTHENTICATOR APPLICATION

*For questions or support, contact the ALEA Support Center at 1-844-838-9028 or [ALEA-Support@alea.gov](mailto:ALEA-Support@alea.gov).  
For user guides and video tutorials visit the AlaCOP Help Center at <https://app.alea.gov/Help>.*

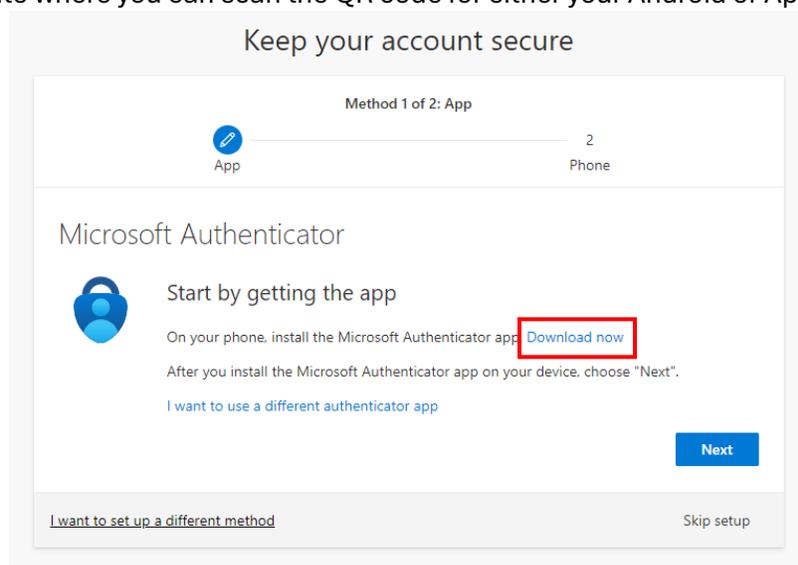
### Downloading the Microsoft Authenticator Application

Select one of the three options listed below to download the Microsoft Authenticator application.

- Go to the **Apple App Store** or the **Google Play Store** to download the application on your phone. The correct Microsoft Authenticator application looks like:



- Go to <https://www.microsoft.com/en-us/security/mobile-authenticator-app>. This is a Microsoft website where you can scan the QR code for either your Android or Apple device.
- During the first login attempt you will be prompted to download/use the Microsoft Authenticator application. When you see the following screen, select "**Download now**". You will be redirected to Microsoft's site where you can scan the QR code for either your Android or Apple device.



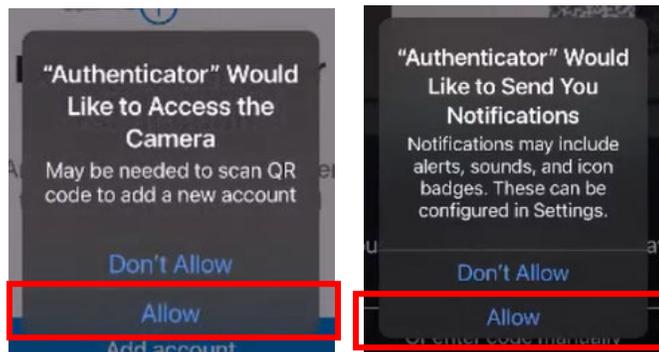
## Using the Microsoft Authenticator – First Time Use

If you have never used the Microsoft Authenticator application, follow these steps. If you have previously downloaded the application, move to the next section.

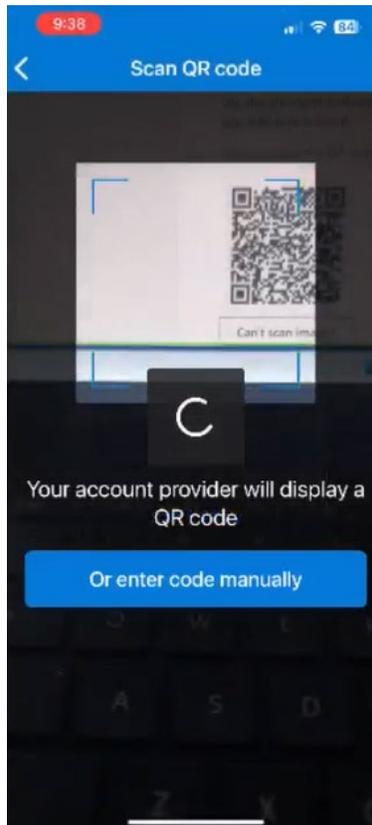
1. Open the **Microsoft Authenticator** application on your phone.
2. Accept the default settings and continue until you see the “**Scan a QR code**” screen. Click “**Scan a QR code**”.



3. Allow Authenticator to access your camera by clicking “**Allow**”. Also allow Authenticator to send notifications by clicking “**Allow**”.



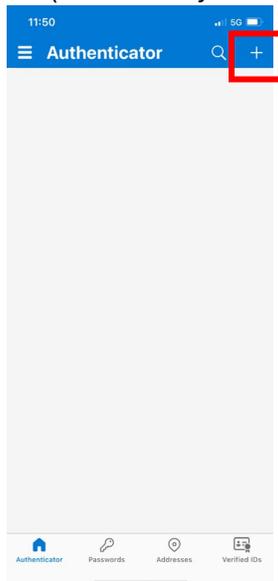
4. Use your Authenticator app to scan the QR code on the screen during the authentication setup process.



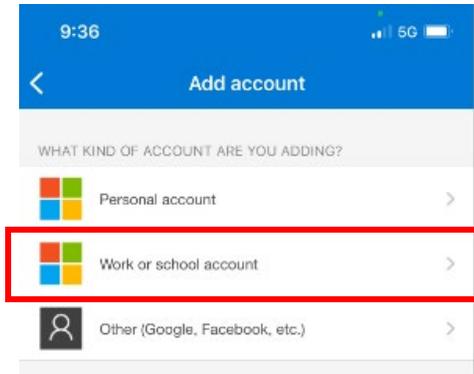
### **Using the Microsoft Authenticator – Adding a New Account**

If you have previously downloaded and/or used the Microsoft Authenticator application, follow these steps. If you are opening the application for the first time, see the previous section.

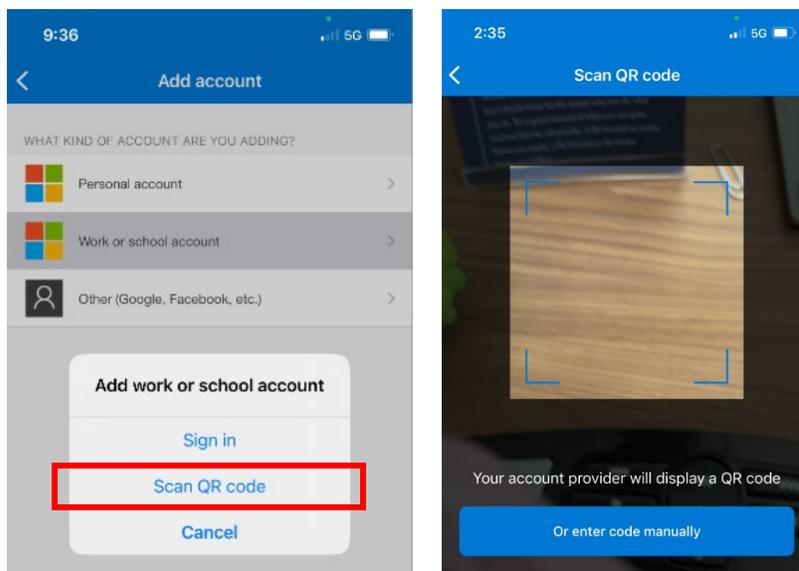
1. Open the **Microsoft Authenticator** application on your phone. You will be prompted to use your phone's passcode.
2. Click on the “+” in the top, right corner (indicated by the red box in the image below).



3. Select **“Work or school account”** from the list.



5. Select **“Scan QR code”** to scan the QR code on the screen during the authentication setup process.



4. Your account will now appear on the list in your Authenticator application.

